



2002-03 Brownfields Green Space & Public Facilities Grant Program Application Instructions

PUB-RR-695

October, 2002

The Brownfields Green Space and Public Facilities Grant Program is a Wisconsin Department of Natural Resources (DNR) program intended to assist communities with the financial costs of the cleanup of brownfield properties that will be redeveloped into community assets. Brownfields are abandoned or underutilized commercial or industrial properties where expansion or redevelopment is hindered by real or perceived contamination. Specifically, this program provides grants to local governmental units to fund environmental remediation at properties that will result in a public benefit, including the preservation of green space, the development of recreation areas, or use of the property by a local government.

These instructions describe the Brownfields Green Space & Public Facilities Grant Program requirements and explain how to complete an application (Form 4400-228) for a grant.

Additional copies of this and other fact sheets, application forms, regulations, statutes and other relevant publications can be obtained on the Remediation and Redevelopment web site at:

www.dnr.state.wi.us/org/aw/rr

Table of Contents

Application Submittal Instructions	2
Application Requirements.....	2
Grant Program Overview.....	3
Scoring.....	4
Additional Program Requirements – After Grants Are Awarded	6
Application Instructions	6
Section 1	6
Section 2	6
Section 3	7
Section 4	8
Section 5	9
Section 6	9
Section 7: Attachments	11
Section 8	14
Eligible Costs Table.....	10
DNR Contacts	15
Sample Municipal Resolution	16



Application Submittal Instructions

NOTE: These application instructions provide guidance on how to complete a grant application and general information about the program. However, for complete information about the program requirements, grant conditions, and procedures, prospective applicants should refer to the program regulations, ch. NR 173, Wis. Adm. Code.

- A separate application must be submitted for each grant request. There is no limit on the number of applications that may be submitted by the same applicant in one year.
- To be considered for funding, both the application form (Form 4400-228) and all attachments must be submitted by the due date. Incomplete applications will not be processed. Attachments submitted after the submittal due date will not be considered.
- **DUE DATE: January 17, 2003**
To be considered for funding, complete applications and attachments must be **postmarked** or faxed by this date to the DNR, as follows:
- **By Mail:** Send two (2) originals of the completed application with all attachments. Photos, maps, and other attachments should be clear and legible in both copies of the application.

BF GSPF GRANT MANAGER – RR/3
DNR BUREAU FOR REMEDIATION & REDEVELOPMENT
PO BOX 7921
MADISON WI 53707-7921

- **By Fax:** Fax one (1) copy of the complete application with all attachments to the number below. In addition to the faxed copy, the applicant must mail two (2) signed original copies of the application and attachments to the address above as soon as possible after faxing the application. Failure by the applicant to submit two originals via mail could result in no review of the application by DNR staff.

Fax: (608) 267-7646, attention BF GSPF MANAGER

Application Requirements

In order for a grant application to be eligible for this program, the following conditions must be met:

1. The site or facility for which the grant is to be used must meet the definition of a brownfield. Brownfields are abandoned, idle, or underused industrial or commercial facilities or sites, the expansion or redevelopment of which is adversely affected by actual or perceived environmental contamination.
2. The person who caused the environmental contamination that is the basis for the grant request must be unknown, unable to be located, or financially unable to pay the cost of the eligible activities. Grants may be awarded if the grant activities requested are beyond the

legal responsibility of the person who caused the environmental contamination that is the basis of the grant request, and that person, or another person, has conducted or agreed to fund the minimum necessary remedial action.

3. The end use must have a long-term public benefit, including preservation of green space, development of recreation areas, or use by a local government.
4. A Phase I and Phase II environmental assessment must have been completed for the site or facility.
5. The applicant must have legal access to the site or facility to carry out all the grant activities.

Grant Program Overview

- For calendar year 2003, \$1 million is available to fund these grants.
- This program was initially recommended by Wisconsin's Brownfields Study Group and was created in the 2001-2003 biennial budget (2001 Wisconsin Act 16).
- The program is authorized by state statutes (s. 292.79, Wis. Stats.) and the program requirements are found in chapter NR 173, Wis. Adm. Code.
- Any complete application submitted by an eligible applicant before the deadline will be evaluated. If the amount requested for all eligible applications exceeds the total available funding, applications will be scored to determine the funding priorities.
- The DNR will issue grant contracts to all successful grant applicants. The grant period for all grant contracts will be 24 months from the date the DNR signs the grant contract unless an extension is granted.
- This grant program is operated on a reimbursement basis. This means the applicant must have incurred and paid all eligible costs first, then request reimbursement from the DNR. No grant funds will be provided as advances.
- A grantee cannot receive any reimbursement until all grant conditions have been met.

Eligible Applicants

Cities, villages, towns, counties, redevelopment authorities (created under s. 66.1333, Wis. Stats.), community development authorities (created under s. 66.1335, Wis. Stats.), housing authorities, and tribes may apply for this grant.

Eligible Activities

Funds provided through these grants can be used only to conduct remedial actions, which includes preparation of a remedial action plan. See page 10 of these instructions for the "Eligible Costs Table," which details eligible and ineligible costs for this program.

Property End Uses

Funds provided through these grants can only be used to pay for remedial actions on properties that will be used as green space, as recreation areas, or by a local government.

Grant Sizes

A grant for any amount up to \$200,000 can be awarded under this program. State law requires the DNR to award at least 20% of the total funding available (at least \$200,000 of the \$1 million available in calendar year 2003) to applications for \$50,000 or less.

Match Requirements

Each grant requires that a minimum percentage match be provided during the grant period based on the amount of the grant request. Activities eligible to be counted as matching funds are listed in the "Eligible Costs Table" on page 10 of these instructions. The minimum match requirements are detailed in the following table:

Grant Amount	Minimum Match Percentage
Grant of \$50,000 or less	20%
Grants greater than \$50,000 and less than \$100,000	35%
Grants of \$100,000 up to \$200,000	50%

For example: For a \$75,000 grant, the minimum required match would be \$26,250 ($\$75,000 \times .35 = \$26,250$). The applicant can earn additional points toward their overall project score by showing on the application matching funds beyond the minimum. An applicant should be aware that if a match percentage greater than the minimum is pledged, the applicant is responsible for providing the pledged grant match amount.

The match may be provided in cash or as the value of in-kind services provided by the grantee or a private, non-profit organization in partnership with the grantee. In-kind contributions that can be counted as matching funds are the reasonable value of non-cash contributions of materials, equipment, services, or labor provided by the applicant or a non-profit organization. In-kind contributions can count as matching funds if they are supported by reasonable documentation and are for services described in s. NR 173.15(2), Wis. Adm. Code. Grantee monies spent on salaries and fringe benefits for grantee staff working on any eligible grant activity may count toward the grantee's in-kind contributions. Monies spent in this way are also known as "force account".

Scoring

If the amount requested for all eligible applications exceeds the total available funding, applications will be scored to determine the funding priorities. The scoring system for this grant program is based on four primary criteria, and each criterion will be given a weight percentage in the scoring system. The total scores range between 0 and 100 points. The factors that will be considered for each criterion are listed on page 5, together with the possible points for each factor. Applicants who have questions about these factors should contact DNR regional staff listed on page 15 of these instructions.

Since the DNR is required to award at least 20% of the total funding to applications for \$50,000 or less, applications requesting \$50,000 or less will be scored and ranked as a separate group. Funds will be awarded beginning with the applications with the highest score until 20% of the funding has been allocated. After 20% of the funding is awarded for those applications requesting \$50,000 or less, the DNR will rank all remaining applications together for the balance of available funds. Funds will be allocated beginning with the highest ranked project until all the remaining funds have been allocated. If two or more applications receive the same score, applications requesting the smaller grant amount will be funded first.

Scoring System		
1. Demonstrated Need	25%	
<ul style="list-style-type: none"> The economic distress in the community, which would include consideration of: <ul style="list-style-type: none"> Poverty level (5 points) Unemployment rate (2 points) Property tax value in the community (4 points) 		0-11 points
<ul style="list-style-type: none"> The population served by the project 		0-4 points
<ul style="list-style-type: none"> Community need for and benefits from the project 		0-10 points
2. Commitment of the applicant to the project	15%	
<ul style="list-style-type: none"> Status of property ownership <p>The score for this criteria will be based on:</p> <ul style="list-style-type: none"> Applicant or non-profit owns property (3 points); or Applicant or non-profit initiated formal acquisition process (1 point) 		0-3 points
<ul style="list-style-type: none"> The redevelopment of this property into its intended use is identified in any park plan, redevelopment plan, comprehensive plan, master plan, utilities and community facilities plan, or other community land use plan 		0 or 3 points
<ul style="list-style-type: none"> Level of public involvement and outreach with the project 		0-4 points
<ul style="list-style-type: none"> Community partnerships and support for the project 		0-5 points
3. Environmental benefits of the project	35%	
<ul style="list-style-type: none"> Health and environmental risks posed by contamination 		0-15 points
<ul style="list-style-type: none"> Degree to which the community is prepared to implement the grant activities and the likelihood that the grant activities will bring the site or facility to closure during or after the grant period <p>The score for this criteria will be based on:</p> <ul style="list-style-type: none"> Site Investigation completed (2 points) & approved by DNR (3 points) Remedial Action Plan completed (2 points) and approved by DNR (2 points) Other factors 		0-15 points
<ul style="list-style-type: none"> Extent of slum and blight conditions 		0-5 points
4. Financial commitment to the project	25%	
<ul style="list-style-type: none"> Past costs spent on the project in the last five years. (2 points if \$1000 or more in eligible costs were paid + 1 point for each \$5000 paid. Maximum of 10 points for \$40,000 in past costs) 		0-10 points
<ul style="list-style-type: none"> Excess match beyond minimum requirement. (1 point for each additional 10% over the minimum; maximum of 10 points if the applicant pledges an excess match of 100%) 		0-10 points
<ul style="list-style-type: none"> Extent to which the applicant is financially prepared to complete the project 		5 points

Additional Program Requirements – After Grants Are Awarded

A grantee can not receive any reimbursement for eligible expenses until the following conditions have been met. These conditions may be met before the application is submitted or during the grant period:

1. A local governmental unit or private non-profit organization owns or has long-term control over the eligible site or facility.
2. A deed restriction has been placed on the deed for the property where the eligible site or facility is located, and recorded at the county register of deeds office. This deed restriction must limit the use of the property to the end use specified in the DNR grant agreement for at least 20 years from the date that the grant agreement is signed by both parties.
3. The DNR has approved both a site investigation (under ch. NR 716, Wis. Adm. Code) and a remedial action plan (under ch. NR 722, Wis. Adm. Code).

Application Instructions

Please follow these instructions to fill out the 2003 Brownfields Green Space & Public Facilities Grant Application Form (Form 4400-228). Instructions are organized by section and question number. Applicants must also submit the attachments listed on pages 11-14 of these instructions.

General Instructions

Throughout the application form, the word "currently" means at the time the application is submitted. The application submitted must be hand-written or typed directly on the form provided (except attachments). If necessary, applicants may include additional sheets if the information will not fit on the application form or if additional explanation is necessary. Place name of project and name of applicant at the top right corner of each additional sheet.

Section 1: Eligibility Criteria

- Answer the nine questions in this section. If the answer to any of the questions is "no" (except Question 8), the project is not eligible for a grant. For more information about any of the questions, see the program regulations (ch. NR 173, Wis. Adm. Code) or contact the appropriate DNR regional staff (see page 15 for contact information).

Section 2: Applicant Information

- *Applicant* refers to the local governmental unit that will pay for and receive reimbursement for the eligible activities described in the grant application. Cities, villages, towns, counties, redevelopment authorities (created under s. 66.1333, Wis. Stats.), community development authorities (created under s. 66.1335, Wis. Stats.), housing authorities, and tribes may apply for this grant.

- Please provide the number of the State Assembly District in which the site or facility is located. Applicants do not need to provide the name of the representative of the district. This information helps us track projects and report program progress back to the Legislature.

To find the number you can either:

- (1) Call the Wisconsin Legislative Hotline at 1-800-362-9472, or 1-800-228-2115 for the hearing impaired; or
- (2) Access the “Who Are My Legislators?” page on the State of Wisconsin web site at: www.legis.state.wi.us/wamltest/.

- An *authorized Local Governmental Unit representative* is the person who has the authority to sign all grant-related documents for the applicant, including the application, the grant contract, and reimbursement requests. Please note that the authorized representative must be a public official or public employee of the applicant; it cannot be an environmental consultant, or other private party.
- The *contact person* is the person who handles the daily activities associated with the grant, and is available during conventional business hours.
- If consulting firms or non-profit organizations will be involved with the project, include that information.

Section 3: General Site or Facility Information

Project Name

- Provide a unique name for the project. This name may be different than the name of the site or facility. For example, the project name may be Riverside Park Expansion or Main Street Fire Station, whereas the site or facility may be Mike's Electroplating, Inc.

Question 1

- Indicate who currently owns the property. Include the name of the party who currently owns the property where the site or facility is located. If the site or facility is located on multiple properties that are owned by more than one party, please indicate the names of all owners on the form or in attached pages. Place name of project and name of applicant at the top right corner of each additional sheet.

Question 1b

- If applicable, list the dates and actions taken to initiate the formal acquisition process. Examples include an approved municipal resolution to acquire the property, an offer to purchase, initiation of condemnation, etc.

Question 2

- If a grant is awarded for this application, the DNR cannot reimburse a local governmental unit under this grant program until a local governmental unit or non-profit organization owns or has long-term control over the property in question.

Question 4

- Briefly explain how the property is currently being used. Indicate if the property is currently vacant or if the property is currently being used for some other purpose, such as parking,

storage, etc. If there is an existing business operating at the site or facility, describe the nature and status of that business.

Question 5

- To help the DNR determine the extent of blight on this site or facility, check all the conditions that apply to the property or buildings or structures on the property. For more information on blighted property, refer to ss. 66.1331 and 66.1333, Wis. Stats.

Section 4: Site or Facility Information - Environmental Contamination

Question 1

- Complete the table and indicate what environmental activities and reports have been conducted. In order to be eligible for this grant, at least Phase I and Phase II Environmental Assessments must have been conducted at the time of the application and must be submitted with the application (Attachment A). Indicate the date on which each activity was completed and whether or not a report was submitted to the DNR for review and approval. Information about the DNR's review of these reports can be obtained by contacting the regional DNR office; see list of contacts on page 15 of these instructions.

Question 2

- List any environmental contaminants that were identified at the site during the Phase II Environmental Assessment or as a result of other environmental sampling conducted at the site or facility. List contaminants identified in soil, groundwater, or other media. Do not include asbestos or lead paint in building materials on-site, unless they have been discharged to the environment; these are not considered environmental contaminants for purposes of this program.

Question 3

- State law requires that discharges of hazardous substances be reported immediately to the DNR. If a discharge has been reported at this site or facility, please include the DNR's ten-digit Bureau for Remediation and Redevelopment Tracking System (BRRTS) number that was assigned to the discharge, if known. List each BRRTS number at the site or facility and other environmental identification numbers that may be relevant.
- Please note that if the applicant owns the property, they are required to report any discharges on the site or facility. If the applicant does not own the property and did not cause the discharges, they are encouraged but not required to report discharges. Refer to ch. NR 706, Wis. Adm. Code for more information about spill reporting requirements.

Questions 4 & 5

- Check all that apply. Using information provided in the Phase I and Phase II Environmental Assessments and other records, indicate the known or suspected sources of environmental contamination, and the past land uses of the site or facility.

Question 6

- Generally, the DNR can award a grant only if the person who caused the environmental contamination that is the basis for the grant request is unknown, cannot be located, or is financially unable to pay the cost of the eligible activities.

- If the party who caused the contamination is known and able to pay for the remediation, a grant may still be awarded if the grant activities requested are beyond the legal responsibility of the person who caused the environmental contamination that is the basis of the grant request, and that person, or another person, has conducted or agreed to fund the minimum necessary remedial action.
- Check “Yes” if this grant application is for a site where the person who caused the contamination is known and financially able to pay for the contamination and the grant request is for activities that are beyond the minimum legal responsibilities of the person who caused the contamination. If “Yes” is checked, the applicant must provide an explanation in Attachment E. Furthermore, if the minimum necessary remediation has not yet been completed, the applicant must include a letter in Attachment K that indicates that a party has agreed to conduct the minimum necessary cleanup.

Section 5: General Project Information

Questions 3 & 4

- Indicate whether the applicant and other partners involved with the project have committed the financing necessary to complete this project. Check “Yes” if financing to pay for the environmental cleanup and the development of the site into a green space, recreation area, or use by a local government has been obtained and committed. Documentation of committed financing must be provided in Attachment P to obtain scoring points.

Question 5

- Indicate what type of long-term public benefit will result from the redevelopment of this site or facility into its intended end use. In order to be eligible for this grant, at least one of the three benefits (preservation of green space, development of recreation areas, or use by a local government) must result from this project.

Question 6

- Select the category that best describes the type of planned end use that will be developed on this site or facility. If none of the categories appropriately describe the project, select “other” and describe what end use that will result from the project.

Section 6: Proposed Budget and Itemized Breakdown of Grant Request Activities

Table 2: Grant Request & Matching Funds Table

- This table is intended to indicate the amount and type of match that will be provided for this grant project. The pledged match percentage in Column D, Line 16, should be equal to or greater than the minimum required match percentage for the size grant requested. See page 4 for more information about the matching requirements and the “Eligible Costs Table” on page 10 for a list of activities that are eligible to count as matching funds.

Table 3: Worksheet – Remedial Action Costs or Remedial Action Plan

- This worksheet is an itemized budget for the activities that would be conducted as part of the remedial action, including the cost to prepare a remedial action plan. The activities listed in the table should include all activities, including those that would be paid for by the grant and those that would count as matching funds. This itemized budget will assist the DNR in determining whether the proposed activities are eligible for funding under this grant program.

Table 4: Past Cost Table (Optional)

- If past costs have been paid and the applicant would like to count these costs towards their score, please complete this table and provide one copy of paid invoices for all costs in Attachment Q and submit this with your application. Do not include costs that have already been or will be reimbursed by state or federal funds.

Eligible Costs Table				
Activity or Expense	Grant		Counted as Match or Past Cost	
	Eligible	Ineligible	Eligible	Ineligible
1. Remedial Action	X		X	
2. Preparation of Remedial Action Plan	X		X	
3. Property acquisition costs		X	X	
4. Payment or Cancellation of delinquent taxes		X	X	
5. Site maintenance or security		X	X	
6. Site Investigation costs (ch. NR 716)		X	X	
7. Planning and design of the green space, recreation area, or use by a local government		X	X	
8. Demolition of buildings or structures		X	X	
9. Asbestos abatement activities associated with demolition		X	X	
10. Removal of underground storage tanks	X [#]		X	
11. Removal of abandoned containers	X [#]		X	
12. Removal of debris, solid waste and scrap materials		X	X	
13. Cost to conduct Phase I and Phase II Environmental Assessment		X	X*	
14. Costs that have been paid by other local, state, or federal grant or reimbursement programs		X		X
15. Asbestos abatement without demolition		X		X
16. Costs of chs. NR 749 & 750 fees or other required fees		X		X
17. Capital Equipment		X		X
18. Fines and Penalties		X		X
19. Engineering Costs not associated with the remedial action		X		X
20. Ordinary operating expenses of the applicant, such as salaries		X		X
21. Legal Fees		X		X

* The cost to conduct a Phase I and II Environmental Assessment can count as "past costs" but may not be considered matching costs because state law requires that the Phase I and II be completed before the application is submitted.

These activities may be eligible for a grant if conducted as part of a remedial action.

NOTE: Not all of the eligible and ineligible costs for the BF GSPF Grant program are included in this chart. Applicants should refer to the program regulations for complete information (see s. NR 173.13, Wis. Adm. Code).

Section 7: Attachments

Required Attachments

The following attachments must be provided to the DNR with the application form in order for the application to be considered complete. Please provide these attachments in alphabetical order, clearly labeled with the attachment letter and title.

Attachment A – Environmental Assessment

A copy of the Phase I and Phase II Environmental Assessment

Attachment B – Map

A street map that clearly indicates the location of the site or facility where grant funds would be used.

Attachment C – Photographs

Current dated and labeled photos of the site or facility. These photos should show the general conditions of the site or facility include buildings or areas of the site or facility that demonstrate blight or slum conditions. Photos that show areas of potential contamination do not need to be included separately if they are included with the Phase I or Phase II assessment.

Attachment D – Environmental Summary

Summary of environmental activities that have been conducted and reports that have been prepared (environmental investigation actions, remedial action plans, and remedial activities) which are not described in the Phase I and Phase II environmental assessment reports.

Attachment E – Causer Information

The DNR can award a grant only if the person who caused the environmental contamination that is the basis for the grant request is unknown, cannot be located, or is financially unable to pay the cost of the eligible activities. Grants may be awarded if the grant activities requested are beyond the legal responsibility of the person who caused the environmental contamination that is the basis of the grant request and that person, or another person, has conducted or agreed to fund the minimum necessary remedial action.

Attachment E should include an explanation and documentation of the following three topics:

1. Based on information provided in the Phase I and Phase II reports, historical records, title search, and other information, to the best of the applicant's ability, the applicant should identify the party or parties who caused or likely caused the environmental contamination that is on the site or facility and explain how this was determined.
2. Please describe the current status (*i.e.*, unable to be located, financially unable to pay, etc.) of the party or parties who caused the contamination. Provide written information on how the applicant determined that the party who caused the contamination is unknown, unable to be located, or financially unable to pay for the eligible activities. Please identify if those parties are currently operating, bankrupt, dissolved, deceased, etc. and explain how this was determined. Include any applicable evidence that the party that caused the contamination no longer exists; such as bankruptcy statements from the U.S.

Bankruptcy Court, a copy of the corporate dissolution from the Department of Financial Institutions or other documented evidence.

3. If this grant application is for a site or facility where the person who caused the environmental contamination is financially viable and the applicant is requesting a grant for remedial actions beyond the minimum regulatory responsibilities, applicants must explain this in this attachment. Explain the status of the cleanup at the site and who has completed or agreed to fund the minimum necessary remedial action. Also explain why the activities requested in this application are beyond the minimum regulatory responsibilities. For example, the business that is currently operating on an industrial property has completed a cleanup of the site to industrial cleanup standards, and a municipality wants to use a grant to conduct further soil excavation in order to safely use the property for a playground. Please document the type of remedy that would be legally required of the responsible party, along with estimated costs and document the additional or alternative remedial activities beyond the minimum that the applicant is proposing due to the changed land use with appropriate costs data.

If the minimum necessary remedial action has not yet been completed, applicants should also include with this application a letter from the party who has agreed to complete the cleanup that indicates their agreement to fund or complete this minimum necessary remedial action. This should be included as Attachment K.

Attachment F – Grant Activities (1 Page Maximum)

Provide a description of the grant activities for which you are applying for funding, including a general description of the remediation approach that is expected to be used (*i.e.*, soil vapor extraction, excavation of contaminated soil, monitored natural attenuation, engineering control, etc.). This should be consistent with the cost data provided in the budget worksheet in Table 3. This attachment does not need to be an extensive Remedial Action Plan. This attachment should also explain whether the grant funds and pledged match are expected to be adequate to complete the remedial action and bring the site to closure, or whether additional funding will be necessary to complete the project.

Attachment G – Reuse Plan (1 Page Maximum)

Description of how the site or facility will be reused or developed, the type of facilities that will be developed on the property, the schedule for the development, etc.

Attachment H – Community Need (1 Page Maximum)

Description of why this green space, recreation area, or local governmental use is needed in the community. If appropriate, please highlight the following in this description:

- Findings of any planning or studies that have been conducted that document the need for this project.
- Information about other comparable existing green space, recreation areas, or government facilities that are near this site or facility.
- Information about why people in the community and neighborhood need this green space, recreation area, or government facility and the benefits that they will enjoy from this project.
- Any statistics that can be provided about the population served by the project, the lack of services of this type, and the demonstrated need.

- If this project is intended to replace or expand an existing facility, please describe the current status of the existing facility and the need to replace or expand the facility.
- Describe any efficiencies gained by the development of this green space, recreation areas, or government facility.

Attachment I – Municipal Resolution

A municipal resolution that designates an authorized local governmental unit representative, commits the applicant to completing the activities listed in the grant application if awarded funds, commits the applicant to maintain the property for the end use specified in the application, and grants the DNR access to the site or facility and grant records (see attached example)

Attachments Required in Certain Circumstances

Attachments J - L should be included with some applications, if applicable.

Attachment J – Match Letter

If matching funds are being provided by any organizations other than the applicant, please attach a signed letter from that organization explaining their commitment to providing matching funds or volunteer services for the grant.

Attachment K – Cleanup Letter

See Attachment E, Part 3. If the grant application includes activities beyond the minimum state regulatory responsibilities and the minimum necessary cleanup has not yet been completed, please attach a letter from the party who has agreed to conduct the minimum necessary cleanup. This letter should indicate that the party has agreed to conduct or fund the cleanup necessary.

Attachment L – Other Financial

If the applicant or another party has applied for, been awarded, or spent funds from any state, federal, or private financial assistance program, please provide a list of programs, application dates and whether the funds have or have not been approved or awarded at the site or facility in the last three years.

Additional Attachments

Attachments M-Q are required in order to earn scoring points associated with the criteria described below. If the appropriate attachment is not included with the application packet, the applicant will not earn any points for that criteria.

Attachment M – Land-Use Plan

If this project was recommended in a community land-use plan, include a copy of the relevant section(s) of the park plan, redevelopment plan, comprehensive plan, master plan, utilities and community facilities plan, or other community land-use plan that recommended this project.

Attachment N – Community Partners (1 Page Maximum)

Provide evidence of your community's interest in this brownfield redevelopment project. Provide a list of the community organizations that are involved with this project and a contact person, phone number, and brief description of the level of contribution or involvement that these organizations have made or are planning to make towards the project (for example: donated cash to pay for the site assessment, plans to maintain ownership of the property, members volunteered to do cleanup and planting of garden on property, member of the committee that

developed the plans for the project, etc.). These organizations may include, but are not limited to, local neighborhood associations, environmental organizations, civic organizations, local businesses, educational institutions, and local labor organizations. (DNR will check references to confirm that organizations identified are supportive and involved with the project).

Attachment O – Public Participation (1 page Maximum)

Attach a description of any public participation and involvement with this project (including both the environmental investigation and cleanup as well as the redevelopment and planning for the property reuse) that has already occurred. Include information about any of the following that are applicable:

- public meetings
- committee or board meetings where the project was discussed
- public outreach
- publication of announcements or notices about the project
- advisory committees

Attachment P – Committed Funding

If funds have been committed to complete the project, provide documentation that demonstrates that funds have been committed to pay for the remediation and the development of the site or facility as a green space, recreation area, or a local government facility. Examples of documentation include, but are not limited to:

- letters from a bank committing the funding
- documentation of the establishment of a Tax Incremental District
- municipal resolution that commits or budgets adequate funding for the project
- other appropriate information.

Attachment Q – Past Costs

A copy of all paid invoices or other documentation for past costs paid in the past 5 years which are to be counted toward the scoring of this application. Invoices should correspond with the costs written in the "Eligible Costs Table" on page 10.

Section 8: Certification

The authorized representative must sign this certificate section for the application to be eligible for a grant. The representative must be the same public official or employee that was identified in Section 1 and can not be the consultant or another person.

DNR Contacts

Contact the following DNR staff if you have questions about specific sites.

NORTHERN REGION

Dan Boardman
(715) 365-8943
daniel.boardman@dnr.state.wi.us

NORTHEAST REGION

Kathy Erdmann
(920) 492-5798
kathryn.erdmann@dnr.state.wi.us

SOUTH CENTRAL REGION

Mike Schmoller
(608) 275-3303
michael.schmoller@dnr.state.wi.us

SOUTHEAST REGION

Margaret Brunette
(414) 263-8557
margaret.brunette@dnr.state.wi.us

WEST CENTRAL REGION

Loren Brumberg
(715) 839-3770
loren.brumberg@dnr.state.wi.us



If you have general questions about the Brownfields Green Space & Public Facilities Grant Program, please contact Michael Prager (608-261-4927 or michael.prager@dnr.state.wi.us) or Jessica Milz (608-267-0559 or jessica.milz@dnr.state.wi.us).

This document may contain some information about certain state statutes and rules but does not necessarily include all of the details found in the statutes/rules. Readers should consult the actual language of the statutes/rules to answer specific questions.

The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240

Sample Resolution

Resolution of (Applicant)

A RESOLUTION authorizing the submittal of a state grant application by (Name of Authorized Local Governmental Unit Representative) and the subsequent appropriation of (Applicant) funds for a Brownfield Green Space and Public Facilities Grant.

WHEREAS, (Applicant) recognizes that the remediation and redevelopment of brownfields is an important part of protecting Wisconsin's resources; and

WHEREAS, in this action the (Applicant Board, Common Council, etc.) has declared its intent to complete the Brownfield Green Space and Public Facilities Grant activities described in the application if awarded funds; and

WHEREAS, the (applicant) has declared its intent to maintain the grant property for the end use specified in the application; and

WHEREAS, the (Applicant) will maintain records documenting all grant activities including expenditures made during the Brownfield Green Space and Public Facilities Grant period; and

WHEREAS, the (Applicant) will allow employees from the Department of Natural Resources access to inspect the grant site or facility and grant records; and

WHEREAS, the (Applicant) will submit a final report to the Department summarizing all grant activities which will accompany the final payment request.

IT IS, THEREFORE RESOLVED THAT:

The (Applicant Board, Common Council, etc.) requests funds and assistance available from the Wisconsin Department of Natural Resources under the Brownfield Green Space and Public Facilities Grant Program and will comply with state statutes and rules for the program;

The (Applicant) HEREBY AUTHORIZES (Name of Authorized Representative) to act on the behalf of the (Applicant) to: submit an application to the State of Wisconsin for financial aid for Brownfield Green Space and Public Facilities Grant purposes, sign documents, and take necessary action to undertake, direct, and complete approved grant activities.

Adopted this day _____ of _____, 20____
By a vote of: ____ in favor, ____ against, and ____ abstain

BY: _____ secretary/clerk of (Applicant)